

Town of Uxbridge  
Request for Proposals

**A. Project Overview**

1. The Town of Uxbridge (hereinafter “Town”) is seeking proposals from qualified consultants for architectural services to conduct an assessment of the Virginia Blanchard Building to determine the feasibility and costs of its possible reuse as a community/town office building. Background information about the building is included in Appendix A.
2. A proposal must remain valid until the award date of the contract for services herein sought
3. The Town may cancel this RFP, in whole or in part, at any time whenever such act is deemed in its best interest.
4. The Town will not be responsible for any costs incurred by a proposer in preparing and submitting a proposal in response to this RFP.
5. A mandatory prebidders tour is set for Monday, March 20, 2006 from 10:00 – 11:00 am where packets of information about the building will be available.
6. This project must be completed and desired products submitted to the Town no later than Friday, April 7, 2006 at 12:00 p.m.
7. The Blanchard Reuse committee will then pick three (3) of the proposals on Tuesday, April 25, 2006 and complete interviews of these proposers on Monday, May 8, 2006. The committee will vote on May 23, 2006 to recommend one (1) proposer to the Board of Selectmen.
8. The selected proposer will then provide the Blanchard Reuse Committee with a full estimate for schematic design by Tuesday, August 29, 2006.
9. Funding for this project was appropriated at Town Meeting, November 15<sup>th</sup>, 2005.

**B. Scope of Services**

A detailed scope of services is provided in Attachment B.

**C. Proposal – Submission Procedures**

1. A sealed envelope must clearly identify the party submitting the proposal and indicate that it contains information for the Virginia Blanchard Building Reuse Study. An original and 10 copies must be contained in your submission. The proposal shall be submitted to:

Town Manager  
Uxbridge Town Hall  
21 South Main St  
Uxbridge, MA 01569

2. Proposals must be received no later than 12:00 PM on Friday, April 7, 2006.
3. A fee for professional designer related services and expenses will be negotiated with the successful firm.

**D. Submission Requirements (All sections should be tabbed)**

1. Each proposal submitted must contain the following:
  - a. Written response to Comparative Evaluation Criteria (Section F. of this RFP) which sufficiently demonstrates how each criteria is met.
  - b. A list of at least 5 references
  - c. A list of projects including a brief description of 3 similar projects completed within the last 5 years.
  - d. The name and title of all those who will be assigned with the project
  - e. A fully completed standard application form required by the State Designer Selection Board.
  - f. A completed Certificate of Non-Collusion Attachment C
  - g. An explanation of the approach the firm would bring to the Scope of Services as outlined in Attachment B.
  - h. An anticipated, date-specific schedule for accomplishing the various items in the Scope of Services.
  - i. An explanation as to the accuracy of the firm's cost estimating ability and its past experience. Provide a list of recently completed projects showing the firm's cost estimate versus the final cost of construction.
  - j. A listing of the standard hourly rates of each principal, project manager, and associate to be assigned to the job.
2. If any part of the Scope of Services is to be completed by a subcontractor, the proposer will provide a complete description of the services to be subcontracted for along with a complete description of the qualifications and capabilities of the subcontractor. As par of the contract award for services, the Town reserves the right

to approve or disapprove any and all such subcontractors and to revoke any approval previously given.

**E. Quality Requirements**

The following shall be considered minimum standards necessary to perform the scope of work. Acceptable evidence or certification must be provided to demonstrate the minimum standards are being met. Failure to meet the minimum standards as described below shall result in a rejection of the proposal.

1. Architects: Possession of a current Architectural registration for the Commonwealth of Massachusetts and certification as an architect according to the national Council of Architectural Registration Board; or possession of a current Architectural registration for the Commonwealth of Massachusetts for at least five years.
2. Evidence of professional Liability Insurance.
3. Completion of at least five (5) similar public projects within the past ten (10) years.
4. Staff or subcontractors (architect, engineer, cost estimator) assigned to the project must have at least (5) years of directly related experience.

**F. Comparative Evaluation Criteria**

Each competing firm must indicate if and how they meet the following Comparative Evaluation Criteria. Responses to each of these criteria will be judged in two rating categories:

**Highly advantageous**  
**Advantageous**

**To what extent are the following met?**

- 1, Experience in public building renovation projects

<b>Highly advantageous</b>	10 or more years experience
<b>Advantageous</b>	Greater than or equal to 5 but less than 10 years experience

2. Experience in cost estimating abilities.

<b>Highly advantageous</b>	Five projects or more with actual costs within 10% of estimate
<b>Advantageous</b>	Less than five projects with actual costs within 10% of estimate

3. Qualifications of professional staff/subcontractors employed by the firm.

Respond to those that apply:

Architect

<b>Highly advantageous</b>	10 or more years experience
<b>Advantageous</b>	Greater than or equal to 5 but less than 10 years experience

Engineer(Mechanical, Electrical, Structural)

<b>Highly advantageous</b>	10 or more years experience
<b>Advantageous</b>	Greater than or equal to 5 but less than 10 years experience

Cost Estimator

<b>Highly advantageous</b>	10 or more years experience
<b>Advantageous</b>	Greater than or equal to 5 but less than 10 years experience

Hazard Waste Management

<b>Highly advantageous</b>	10 or more years experience
<b>Advantageous</b>	Greater than or equal to 5 but less than 10 years experience

4. Number of similar projects completed by the firm within the past five (5) years

<b>Highly advantageous</b>	5 or more projects
<b>Advantageous</b>	Greater than or equal to 3 but less than 5 projects

5. Number of public building renovations and/or construction projects completed by firm

<b>Highly advantageous</b>	10 or more projects
<b>Advantageous</b>	Greater than or equal to 5 but less than 10 projects

6. Location of office

<b>Highly advantageous</b>	Within 50 miles of Uxbridge
<b>Advantageous</b>	More than 50 miles away from Uxbridge

7. Completeness of proposal

<b>Highly advantageous</b>	All items addressed
<b>Advantageous</b>	1 or more items not included or unclear.

## **G. Rule for Award**

The award will be made according to the following guidelines:

1. The proposals will be opened at the time specified in this RFP in the presence of one or more witnesses. Each proposal will be examined to determine whether it meets all submission and quality requirements specified in this RFP. Any proposal that fails to comply with these requirements will be considered non-responsive and eliminated from the competition.
2. The remaining proposals will then be evaluated by the Blanchard Reuse Committee according to the Comparative Evaluation Criteria specified in Section F. of this RFP. Evaluations will indicate the rating given for each criterion and a composite rating of each proposal.
3. After the proposals have been evaluated and ranked, the top three (3) consultants will be selected for interviewing.
4. The most advantageous proposal will be selected by weighing the following factors:
  - whether or not the submission procedures and requirements as set forth in this RFP have been met;
  - whether or not the quality requirements as set forth in this RFP are met;
  - whether or not the firm's references are satisfactory;
  - the proposed approach to meeting the scope of services;
  - the ability to meet the required schedule
  - the comparative evaluation ratings; and.
  - the results of the interview.

The Town reserves the right to reject any proposal which, in its judgment, fails to meet the requirements of this RFP or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if it is determined to be in the best interest of the Town to do so.

The Town reserves the right to waive minor discrepancies or permit a competing firm to clarify such discrepancies and so conduct discussions with all qualified competing firms in any manner necessary to serve the best interest of the Town. The Town reserves the right to award the contract up to sixty (60) days after the proposal due date. A fee for services will be negotiated with the selected consultant.

The Board of Selectmen will be the awarding and contracting authority.

## **Appendix A**

### BACKGROUND INFORMATION Town of Uxbridge

#### Blanchard Building Reuse Building and Space Needs Assessment

The original purpose of the building was as one of the town's 13 original district schools. The rear section was built in 1873 with 4 classrooms to serve the children of the growing mill worker population in the North End of town. As the textile industry in the town grew, so did the demand for more classroom space. In 1900 an addition was added to the front of the 1873 building and this structure was in continuous use until 2001 housing both kindergarten and pre-school classes. This longevity earned the building the distinction as being the longest operating wooden structure district school building in the state. As the building is currently vacant, there is no specific propose to the property.

This historic structure is at risk because of its vacant building status. Minimal heat and upkeep have been expended by the town since its closure in 2001, thereby placing the exterior façade and interior integrity at risk. The current magnitude of deterioration began in 1990 when monies appropriated for renovation of this historic building were re-directed to other buildings in the school district. While the building is currently structurally sound, concerns were expressed for this status if it continues to be left vacant for an extended period of time. The transference of ownership from the school department to the town side has delayed planning for basic upgrades and safety measures.

At this time we have received help from the Worcester County Sheriff's Department's Community Outreach Program with painting and repairing the exterior of the building. Benjamin Moore Paint Company has donated the necessary paint for the project

The Town wishes to explore the feasibility of utilizing the Blanchard Building as a multi-municipal use facility to house a variety of programs, including the following potential users:

The School Department - Offices/Meeting Space/Storage

Cable Access Studio  
Cable Access Management Office  
Conference Room  
Office space

It should be noted that meeting space (conference room) will be shared by various tenants and Community/Town groups. In addition, adequate space for common facilities such as bathrooms, maintenance and parking will need to be provided

The Blanchard Building is listed on the State Register of Historic Places Number 47-124. The Town of Uxbridge received a grant to do extensive exterior work in the 1980s and part of the grant was the recording of a Preservation Restriction. The deed number is in Book 10160 pages 229 - 235. The building contains a full basement, two full floors above grade and a third floor stage/auditorium area. Total floor area is approximately 25,000 square feet and the construction is primarily wood frame with wood clapboard exterior, granite foundation. The roof was replaced within the last five years. The total building lot size is  $\frac{3}{4}$  of an acre. The building size is 81 feet wide and 78 feet deep. The playground area is 81 feet wide and 146 feet deep.

The purpose of the assessment is to determine whether the building is able to be rehabilitated in such a manner as to accommodate the above needs, meet code/accessibility requirements, remove any hazardous materials and preserve the historical façade, all at reasonable cost. It will involve an architectural analysis of the building to determine what improvements are needed for the types of reuses identified, as well as identify potential constraints and estimated costs of construction/rehabilitation.

**ATTACHMENT B:**  
**SCOPE OF SERVICES**  
**Town of Uxbridge**

**Blanchard Reuse Committee**

The goal of this Scope of Services is to request proposals to provide design services to the Town of Uxbridge for a feasibility study and schematic design for the Virginia Blanchard Building.

**Task 1 – Building Assessment**

- A. Assess present conditions of the building including physical conditions of the school and presence of health and safety hazards, including hazardous materials. Identify any potential constraints to meeting the program goals.

**Task 2 – Space for Potential Users**

- A. Review stated space needs of identified users.
- B. Prepare drawings at sufficient detail to determine amount of space available for potential users. Include suggested layout, including locations within building for each user.
- C. Determine if sufficient space is available for common facilities including parking.

**Task 3 – Recommendations and Cost Analysis for Infrastructure and Utility Improvements**

- A. Identify needed improvements to infrastructure including parking, pavement, walkways, curb cuts, handicapped accessibility, fences and other barriers, landscaping and related improvements. Identify needed improvements to utilities including provisions for gas, electricity, telephone, and any other needed utility services. Provide cost estimates for these recommendations.

**Task 4 – Recommendations and Cost Analysis for Physical Improvements to the Building**

- A. Identify needed structural improvements, seismic requirements, sheathing, etc, needed building envelope repairs or improvements, masonry, windows, etc. and other needed exterior improvements. Identify interior tenant finishes required for specific users. Provide cost estimates for these recommendations.

**Task 5 – Presentation of Findings**

- A. Present preliminary and final findings at meetings of Town officials and the Blanchard Reuse Committee. Present findings at one Special/Annual Town Meeting. Prepare presentation materials as may be required or appropriate including drawings, site plans, maps, photographs, etc.
- B. Findings of Tasks 1 – 4 are to be presented in a final report and will include conceptual drawings and other material as may be appropriate.



## **Summary of Services**

### **Architect's Services**

1. Architectural Schematic Design
2. Schematic Design Drawings and documents
3. Statement of Probable Construction Costs
4. Client Consultations
5. Interior design concepts
6. Special Studies (Future facilities, Environmental Impact, etc.)
7. Promotional Presentations or Special Submissions
8. Special models, Perspectives or Computer Presentations
9. Project management
10. Agency consultation

### **Consultant's Services**

1. Structural Design Concept
2. Mechanical Design Concept
3. Electrical Design Concept
4. Hazardous Material Report
5. Statement of Probable Costs

## **Attachment C**

### **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Signature of individual submitting bid or proposal

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Name of business